

ACKNOWLEDGEMENT OF POLICIES

I have completed the New Employee Orientation and have read and understand the material covered below.

Behavior of Employees

Felonies

Inclement Weather

Personal Appearance of Employees

Security Clearances

Employee Recognition Program

Funeral Leave

Leave of Absences

Probationary Periods

Shift Differential

Time Recording Guidelines

Hours of Work

Performance Appraisals

Progressive Discipline

Standby Pay

Travel Policy

FMLA

Conflict of Interest

Medical Procedures

Attendance

IT Policy

I have had the opportunity to ask questions about the policies, and I understand that any future questions that I may have about the above or information provided in the New Employee Orientation and its contents will be answered by the Human Resources Director or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in the orientation. I understand that the agency reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in the orientation as it deems appropriate at any time, with or without notice. I acknowledge that neither the orientation nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the agency, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the agency at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the agency has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, booklets, or any other documents of the agency shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

Employee Name Printed

Employee Signature

Date Signed